

TOWN OF ELLINGTON
Planning Department
APPLICATION FOR ZONING PERMIT

This form must be filled out completely, signed by the owner, and submitted with the applicable fee and supportive documentation.
See reverse side for required documents.

OFFICE USE ONLY:
Assessor's Parcel Number: _____
Zoning Classification: _____

PROPERTY OWNER(S) INFORMATION:

Owner's Name: _____

Mailing Address (Street address is required): _____

Email Address: _____ Fax #: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Owner's Signature: _____ Date: _____

By signing application, the owner is expressly authorizing access to the subject site for staff; is certifying that the information provided with the application is true and accurate to the best of their knowledge; is certifying that they are aware of and understand the application requirements and regulations, and acknowledges that any permit issued on the basis of inaccurate, misleading or faulty information may be deemed void.

APPLICANT'S INFORMATION: (if different from owner)

Applicant's Name: _____

Mailing Address: _____

Email Address: _____ Fax #: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Applicant's Signature: _____ Date: _____

MAIL PERMIT TO:	OWNER / APPLICANT	(CIRCLE ONE)
QUESTIONS CALL:	OWNER / APPLICANT	(CIRCLE ONE)

SITE INFORMATION:

Street Address: _____

SEPTIC/SEWER -- WATER/WELL:

Septic System: ☐ Yes / ☐ No Well Water: ☐ Yes / ☐ No

(IF YES TO EITHER, APPROVAL FROM NORTH CENTRAL HEALTH DISTRICT IS REQUIRED PRIOR TO ISSUANCE OF ZONING PERMIT)

DESCRIPTION OF PROPOSED STRUCTURE OR USE:

ZONING APPLICATION DOCUMENTATION REQUIREMENTS

The below is a list of items recommended to accompany a request for zoning permit. In any case, other information may be requested by the Commission or its agent.

ALL PLANS SHALL BE DRAWN TO SCALE

BUILDING/STRUCTURE:

If <500 square feet: 1-8 are applicable:

If =>500 square feet: an A2 Survey depicting 1-15 are applicable:

1. Dimensions and area of lot (lot size).
2. Existing structures and size of proposed building/structure including decks, porches, and overhangs or portion thereof and all impervious surfaces (i.e.: driveways, walkways, patios, pools, etc...)
3. Location of proposed building/structure and its distance to property lines.
4. Location of well/waterline and septic tank/sewer line.
5. Height of proposed building/structure.
6. Location of wetlands/watercourses and limit of Upland Review Area (100' or 250' if in watershed).
7. Easement dimensions & locations (e.g.: drainage easement, utility easement, conservation areas, etc...).
8. Driveway locations and when 100' or greater in length, compliance to 2.1.3 Private Driveways and any other applicable section, as may be amended.
9. Elevation of road/proposed road.
10. Elevation of first floor.
11. Elevation of top of foundation in relation to center of road.
12. Utility locations (i.e.: electric, gas, waterline, sewer line, etc...)
13. Footing Drain location, including outlet or connection to catch basin.
14. Grading plan showing dispersal and channeling of all surface water, including yard drains.
15. Erosion & Sedimentation Controls complying w/Best Management Practices (i.e.: silt fence/hay bales & anti-tracking pad).

ATTACHED/WALL SIGN:

1. Elevation of building depicting the location of proposed sign.
2. Rendition of the proposed sign depicting its dimensions (height, width, total area, and how far the proposed sign will project from wall/surface).
3. Manner of lighting and lighting detail.
4. Material of proposed sign.

DETACHED SIGN:

1. Plot Plan depicting the proposed location of sign and its distance to property lines.
2. Rendition of the proposed sign depicting its dimensions (height, width, and total area).
3. Manner of lighting and lighting detail.
4. Material of proposed sign.
5. Landscape details.

HOME OCCUPATION (Section 7.7 & Definitions and any other applicable section, as may be amended):

1. A written description of the proposed home occupation.
2. If any customers will visit the premises, describe how many, frequency, and hours of visits.
3. If any deliveries will be sent to and from the premises, describe the content, frequency, and hours of deliveries.
4. If signage is proposed, such shall meet the applicable zoning regulations. Please refer to the applicable "sign" section listed above for the required documentation to be remitted with request for permit.
5. If any employees, describe the number, parking provisions, and hours of employment.
6. If any material/supplies are to be stored, describe the type, quantity, and location materials are proposed to be stored.
7. The amount of area of the premises to be dedicated to the home occupation and the overall floor area of the dwelling, excluding the attic and basement floor areas.

CHANGE IN USE:

1. A site plan depicting the overall building footprint and the space to be occupied by the proposed new use.
2. A calculation of net floor area (Section 6.2.3(C) and any other applicable section, as may be amended).
3. Number of parking spaces dedicated to the proposed new use, (Section 6.2.3 and any other applicable section, as may be amended).
4. If signage is proposed, please see the above "sign" section for the required documentation.